

# How to hire an apprentice with CAW!

## Apprenticeships made easy...



### Identify a requirement

Did you know that businesses report an average increase in productivity by £214 per week when they hire an apprentice? Have you already a position you are looking to fill or perhaps you are looking into expanding your team?

### Contact CAW to discuss the role

We can advise which course and pathway can best suit your needs. We specialise in Business Administration, Medical Administration, AAT Accounting and Customer Service.

### Complete a job description to advertise the role

We will ask you to complete a template detailing your position which will then be used to advertise the job via channels such as the Find an Apprenticeship website.

### Free candidate screening


To save you time we will screen candidates to meet your requirements. The best candidates will then be sent to you to consider.

### Select candidates to interview

You can interview your chosen candidates the same as you would for any other vacancy.

### Appoint candidate

Once you have made your selection we will then help you to ensure an apprenticeship contract is in place.



Now enjoy the benefits of employing an apprentice!

## To start this process get in touch today!

Call 01480 422060 or email us on [business@caw.ac.uk](mailto:business@caw.ac.uk)